



**CITY OF FITCHBURG
SCHEDULE FOR ADOPTION
APPROVED BY COUNCIL
2021 BUDGET**

<u>Budget Adoption Schedule</u> Referred at Council Meeting Approved by Council (10-42(a) requires adoption by end of June)	Tuesday Tuesday	May 26 June 9
<u>Budget Worksheets/First Draft</u> Worksheets Distributed to Departments Library Board Approves Library Director Budget to be Submitted (3 rd Wed) New Staffing Proposals and Staffing Worksheets Due to Finance Director Budget Proposals from Department Heads Due to Finance Director Initial Compilation of Requests Completed CIP Adopted	Tuesday Wednesday Monday Monday Monday Tuesday	June 16 July 15 July 20 July 27 August 10 August 11
<u>Review Process</u> Department Head Presentations to City Administrator/Finance Director Department Head Presentations to Mayor Mayor Decisions on Priorities to Finance Director	Monday Tuesday Wednesday	August 10 August 11 September 2
<u>Library Exemption Resolution (Library Director)</u> Referred at Council Meeting Approved by Library Board (3 rd Wednesday) Approved by Council	Tuesday Wednesday Tuesday	September 8 September 16 September 22
<u>Proposed Budget Document Review</u> Committee of the Whole Discussion of Budget Priorities Proposed Budget Posted to City's Website Budget Summary & Notice Sent to Neighborhood Associations Referred at Council Meeting Budget Summary & Notice Sent to Official Newspaper Publication of Budget Summary; Notice of Public Hearing (15 days prior) Finance Committee Presentations Day 1 (6 pm) Finance Committee Presentations Day 2 (6 pm) PUBLIC HEARING – Common Council Meeting	Wednesday Friday Monday Tuesday Tuesday Friday Tuesday Wednesday Tuesday	July 22 September 18 September 21 September 22 September 22 September 25 September 29 September 30 October 13
<u>Council Proposed Amendments/Final Budget Adoption</u> Amendments Due to Finance Director (electronic format by 4:30 pm) Fitchrona EMS Annual Meeting and Budget Adoption (3 rd Thursday) Summary Report and Amendment Details Posted to City's Website Committee of the Whole Discussion of Budget and Amendments PUBLIC HEARING – Common Council Meeting Discussion and Action on Amendments, Adoption of Budget	Thursday Thursday Friday Wednesday Tuesday Tuesday	October 15 October 15 October 23 October 28 November 10 November 10
<u>Miscellaneous Dates – Information Provided by Others</u> DOR Releases Preliminary Equalized Value, TID Values, New Construction DOR Releases Certified Values ETF Releases Health Insurance Rates DOR Releases ERP Budget Limit Notices	Prelim Final Approximately Final	August 1 August 15 September 15 November 1

Differences in the 2021 Operating Budget schedule from prior year include:

- 1) All wage and benefit information from departments due before rest of budget worksheets
- 2) Accelerated initial draft to Mayor and initial meetings with departments
- 3) Five Tuesdays in September allowed Finance Committee presentations in late September instead of early October